



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE TECHNICIAN (TYPING)

Appeals Initiation and Docketing Unit
OCCUPATIONAL SAFETY & HEALTH APPEALS BOARD
DEPARTMENT OF INDUSTRIAL RELATIONS

Position: Office Technician (Typing)
Salary: \$2598.00-\$3157.00
Location: Sacramento Natomas area Free parking!

Send State Application to: OSHAB, Theresa McKeever, LSSI, 2520 Venture Oaks Way, Suite 300, Sacramento, CA 95831. Telephone: (916) 274-5751

DUTIES: Under the direction of the Legal Support Supervisor, the Office Technicians in the Appeals Initiating and Docketing Unit perform intensive and time-consuming duties related to case processing. All duties shall be performed by the Office Technicians on a rotating basis. The overview of duties and responsibilities include, but are not limited to:

Act as a receptionist for walk-in traffic, and general information operator, screening and directing calls to the appropriate staff members, receive oral settlements, and take intents to appeal over the telephone and enter information into the database. Send out Intents to Appeal letters to the appropriate parties.

Assist with filing and purging all closed files on a monthly basis and when the Office Assistant is out of the office. Organize and maintain master files daily. Maintain the Chron. Filing, and close cases in the docket log on a weekly basis.

Determine the timeliness of new appeals. Assign docket numbers to the new appeals, including the 9000 series, which are then entered into the Docket Log of the database. Enter the case information into the database. Create master files and mail to the appropriate parties. Compose and type letters.

Enter data of final dispositions of appeals into the database when the OA is out of the office. The duties are broken down into four sections that shall be performed on a rotating basis. These sections are: Intents to Appeal; Docket Packet Master Files; Docketing and Miscellaneous. Each section requires the OT to prepare letters and files for each new case. It is essential that the OT pay attention to detail as each case entered into the database has different information that is critical to that particular case.

POSITION OPEN UNTIL FILLED.